



CITY OF BELLE ISLE, FL

BUDGET COMMITTEE MEETING UPDATED

Held in City Hall Chambers 1600 Nela Avenue

Held the Friday before the 3rd Tuesday of Every Month

Friday, January 20, 2023 * 3:00 PM

AGENDA

Budget Committee Members

Nate Davenport | Jackie Hoevenaar | Thad Taylor | Kevin Pierre

Greg Platt | Nash Shook | Ralph Yarbrough

Welcome to the City of Belle Isle Budget Committee meeting. Agendas and all backup material supporting each agenda item are available in the City Clerk's office or on the city's website at www.belleislefl.gov.

1. **Call to Order and Confirmation of Quorum**
2. **Citizen Comments**
3. **Approval of Minutes**
 - a. Approval of the July 2022 meeting minutes
4. **Agenda Items**
 - a. Review of the First Quarter Financials
 - b. PD Grant LPRs
 - c. Review and Discussion on an Assistant City Manager
 - d. Review and Discussion on a New Public Works Laborer.
5. **Next Meeting Schedule**
6. **Adjournment**

Budget Committee Members Present

Nash Shook, Nate Davenport, Greg Platt, Jackie Hoevenaar

Absent

Ralph Yarborough, Kevin Pierre, Thad Taylor

Also present: City Manager Francis, City Clerk Yolanda Quiceno, Public Works Derrek Atkins, Deputy Chief Travis Grimm, Police Chief Laura Houston, and Sergeant Wesley; Finance Manager Tracey Richardson (remotely)

1. Call to Order and Confirmation of Quorum

Committee member Shook called the meeting to order at 3:37pm

City Clerk Yolanda Quiceno confirmed a quorum

2. Approval of Minutes

Committee member Platt made a motion to approve the meeting minutes from July 8, 2022

Committee member Davenport seconded the motion, which passed unanimously with those present

3. Budget FY 2022-2023

City Manager Francis reviewed the updates from previous meeting

- \$20,000 removed from Urban Forestry
- Discussion about the bucket truck
- Discussion about waste company
 - RFP is 3-year contract with 1-year extension; RFP in 2023
 - Large contract with 2 years left
 - Recycling day scheduled for August
 - City waste board is in progress of formation to assist
- Sidewalk discussion – Public Works Atkins to create an assessment
- Revenue from school expansion
- Red light cameras discussion; explained process and payment in further detail
- Review of several small item changes

Committee member Hoevenaar made a motion to accept the Budget FY 2022-2023 as presented

Committee member Davenport seconded the motion

Committee member Platt opposed the motion

The motion passed

4. Next Meeting Schedule

A Budget Workshop is scheduled for August 11, 2022 at 5:30pm – budget committee members are welcome to attend

5. Adjournment

Committee member Shook adjourned the meeting at 5:20pm

Item a.

Revenue Account Range: First to Last Include Non-Anticipated: Yes Year To Date As Of: 12/31/22
 Expend Account Range: First to Last Include Non-Budget: No Current Period: 12/01/22 to 12/31/22
 Print Zero YTD Activity: No Prior Year: 12/01/21 to 12/31/21

Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Cancel	Excess/Deficit	% Real
001-311-100	AD VALOREM TAX	958,031.27	4,005,622.00	763,149.49	1,023,675.47	0.00	2,981,946.53-	26
001-312-410	LOCAL OPTION GAS TAX	19,419.18	237,101.00	19,391.61	36,260.89	0.00	200,840.11-	15
001-314-800	UTILITY SERVICE TAX - PROPANE	597.97	5,500.00	503.47	1,669.77	0.00	3,830.23-	30
001-315-000	COMMUNICATIONS SERVICES TAXES	18,614.05	190,000.00	21,832.64	40,116.79	0.00	149,883.21-	21
001-316-000	BUSINESS TAX LICENSES	301.33	12,000.00	1,111.37	4,497.19	0.00	7,502.81-	37
001-322-000	BUILDING PERMITS	8,563.01	175,000.00	13,110.43	33,992.94	0.00	141,007.06-	19
001-323-100	FRANCHISE FEE - ELECTRICITY	16,539.21	260,000.00	17,765.86	74,100.25	0.00	185,899.75-	28
001-323-700	FRANCHISE FEE - SOLID WASTE	7,241.75	60,000.00	8,290.30	24,931.78	0.00	35,068.22-	42
001-329-000	ZONING FEES	1,710.00	30,000.00	2,590.00	6,015.00	0.00	23,985.00-	20
001-329-100	PERMITS - GARAGE SALE	12.00	200.00	15.00	205.00	0.00	5.00	102
001-329-130	BOAT RAMPS - DECAL AND REG	25.00	1,800.00	100.00	250.00	0.00	1,550.00-	14
001-329-900	TREE REMOVAL	50.00	0.00	25.00	50.00	0.00	50.00	0
001-331-100	FEMA REIMBURSEMENT - FEDERAL	0.00	0.00	0.00	11,063.39	0.00	11,063.39	0
001-331-110	FEMA REIMBURSEMENT - STATE	0.00	0.00	0.00	614.62	0.00	614.62	0
001-331-900	ARPA-CORONAVIRUS LOCAL FISCAL RECOVERY	0.00	1,813,090.00	4,163.80	4,163.80	0.00	1,808,926.20-	0
001-334-396	OJP BULLETPROOF VEST GRANT	1,451.97	0.00	0.00	0.00	0.00	0.00	0
001-335-120	STATE SHARED REVENUE	26,175.74	372,724.00	26,286.65	87,187.55	0.00	285,536.45-	23
001-335-150	ALCOHOLIC BEVERAGE LICENSE TAX	0.00	0.00	0.00	97.89	0.00	97.89	0
001-335-180	HALF-CENT SALES TAX	105,242.74	1,043,124.00	113,560.71	217,272.95	0.00	825,851.05-	21
001-337-200	SRO - CHARTER CONTRIBUTION	0.00	77,507.00	0.00	0.00	0.00	77,507.00-	0
001-337-205	CHARTER SCHOOL INSURANCE CONTRIBUTIONS	14,995.75	0.00	0.00	0.00	0.00	0.00	0
001-341-900	QUALIFYING FEES	0.00	0.00	0.00	70.00	0.00	70.00	0
001-343-410	SOLID WASTE FEES - RESIDENTIAL	144,440.67	707,524.00	154,455.59	192,604.86	0.00	514,919.14-	27
001-347-400	SPECIAL EVENTS	7,028.00	0.00	3,400.00	5,150.00	0.00	5,150.00	0
001-351-100	JUDGEMENT & FINES - MOVING VIOLATIONS	4,666.41	65,000.00	8,949.96	25,046.72	0.00	39,953.28-	39
001-351-110	RED LIGHT CAMERAS	38,025.00	390,000.00	45,675.00	132,975.00	0.00	257,025.00-	34
001-354-000	JUDGEMENT & FINES - LOCAL ORDINANCE VIOL	500.00	0.00	0.00	750.00	0.00	750.00	0
001-359-000	JUDGEMENT & FINES - PARKING VIOLATIONS	0.00	7,500.00	0.00	550.00	0.00	6,950.00-	7
001-359-200	INVESTIGATIVE COST REIMBURSEMENT	446.66	0.00	657.15	1,991.09	0.00	1,991.09	0
001-361-100	INTEREST - GENERAL FUND	39.66	500.00	229.93	578.55	0.00	78.55	116
001-362-100	CHARTER SCHOOL RENT	0.00	450,000.00	0.00	0.00	0.00	450,000.00-	0
001-366-000	CONTRIBUTIONS & DONATIONS	0.00	0.00	40,000.00	40,000.00	0.00	40,000.00	0
001-367-000	RENTAL LICENSES	0.00	18,000.00	0.00	0.00	0.00	18,000.00-	0
001-369-900	OTHER MISCELLANEOUS REVENUE	2,070.50	40,000.00	1,204.54	6,308.40	0.00	33,691.60-	16
001-369-905	POLICE OFF-DUTY DETAIL REIMBURSEMENTS	7,282.98	0.00	13,112.50	28,224.21	0.00	28,224.21	0
001-369-906	POLICE MARINE PATROL REIMBURSEMENTS	0.00	30,000.00	0.00	8,734.45	0.00	21,265.55-	29

CITY OF BELLE ISLE
Statement of Revenue and Expenditures

Item a.

Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Cancel	Excess/Deficit	% Real
001-369-909	RED LIGHT CAMERA HEARING FEES	50.00	0.00	0.00	200.00	0.00	200.00	0
001-369-910	VACANT FORECLOSURE	0.00	0.00	200.00	400.00	0.00	400.00	0
001-389-200	UNDESIGNATED RESERVE	0.00	3,185,000.00	0.00	0.00	0.00	3,185,000.00-	0
001 GENERAL FUND Revenue Total		1,383,520.85	13,177,192.00	1,259,781.00	2,009,748.56	0.00	11,167,443.44-	15

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
001-511-00-0000	LEGISLATIVE	0.00	0.00	0.00	0.00	0.00	0.00	0
001-511-00-2311	DENTAL & VISION INSURANCE - DISTRICT 1	0.00	500.00	0.00	0.00	0.00	500.00	0
001-511-00-2312	DENTAL & VISION INSURANCE - DISTRICT 2	79.12	500.00	83.08	166.16	0.00	333.84	33
001-511-00-2313	DENTAL & VISION INSURANCE - DISTRICT 3	79.12	500.00	83.08	166.16	0.00	333.84	33
001-511-00-2314	DENTAL & VISION INSURANCE - DISTRICT 4	79.12	500.00	83.08	166.16	0.00	333.84	33
001-511-00-2315	DENTAL & VISION INSURANCE - DISTRICT 5	0.00	500.00	83.08	166.16	0.00	333.84	33
001-511-00-2316	DENTAL & VISION INSURANCE - DISTRICT 6	79.12	500.00	83.08	166.16	0.00	333.84	33
001-511-00-2317	DENTAL & VISION INSURANCE - DISTRICT 7	79.12	500.00	83.08	166.16	0.00	333.84	33
001-511-00-3150	ELECTION EXPENSE	0.00	10,000.00	0.00	0.00	0.00	10,000.00	0
001-511-00-3200	AUDITING & ACCOUNTING	14,000.00	0.00	0.00	0.00	0.00	0.00	0
001-511-00-4000	TRAVEL & PER DIEM	0.00	3,500.00	0.00	0.00	0.00	3,500.00	0
001-511-00-4100	COMMUNICATIONS - TELEPHONE	258.17	7,500.00	534.45	4,853.72	0.00	2,646.28	65
001-511-00-4900	OTHER CURRENT CHARGES	0.00	250.00	0.00	0.00	0.00	250.00	0
001-511-00-5100	OFFICE SUPPLIES	89.98	500.00	91.51	364.51	0.00	135.49	73
001-511-00-5200	OPERATING SUPPLIES	0.00	100.00	0.00	0.00	0.00	100.00	0
001-511-00-5400	BOOKS, SUBSCRIPTIONS & MEMBERSHIPS	0.00	2,800.00	0.00	825.22	0.00	1,974.78	29
511 LEGISLATIVE		14,743.75	28,150.00	1,124.44	7,040.41	0.00	21,109.59	25

001-512-00-0000	EXECUTIVE MAYOR	0.00	0.00	0.00	0.00	0.00	0.00	0
001-512-00-2310	DENTAL & VISION INSURANCE	66.64	500.00	69.98	139.96	0.00	360.04	28
001-512-00-4000	TRAVEL & PER DIEM	0.00	500.00	0.00	0.00	0.00	500.00	0
001-512-00-4100	COMMUNICATIONS - TELEPHONE	33.78	1,000.00	76.35	916.39	0.00	83.61	92
001-512-00-4900	OTHER CURRENT CHARGES	0.00	500.00	0.00	39.00	0.00	461.00	8
001-512-00-5400	BOOKS, SUBSCRIPTIONS & MEMBERSHIPS	0.00	600.00	0.00	467.89	0.00	132.11	78
512 EXECUTIVE MAYOR		100.42	3,100.00	146.33	1,563.24	0.00	1,536.76	50

001-513-00-0000	FINANCE ADMIN & PLANNING	0.00	0.00	0.00	0.00	0.00	0.00	0
001-513-00-1200	REGULAR SALARIES & WAGES	28,005.21	442,893.00	39,899.01	115,692.15	0.00	327,200.85	26
001-513-00-1250	VEHICLE ALLOWANCE - CITY MANAGER	646.16	8,400.00	646.16	1,938.48	0.00	6,461.52	23
001-513-00-1400	OVERTIME PAY	0.00	500.00	90.00	247.50	0.00	252.50	50
001-513-00-2100	FICA/MEDI CARE TAXES	1,238.01	34,562.00	2,245.77	7,792.63	0.00	26,769.37	23

Item a.

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Bal ance	% Expd
001-513-00-2200	RETIREMENT CONTRIBUTIONS	4,200.79	70,863.00	5,999.84	17,913.49	0.00	52,949.51	25
001-513-00-2300	HEALTH INSURANCE	12,308.18	88,000.00	15,480.34	29,123.26	0.00	58,876.74	33
001-513-00-2310	DENTAL & VISION INSURANCE	420.54	3,100.00	518.20	994.84	0.00	2,105.16	32
001-513-00-2320	LIFE INSURANCE	283.92	2,100.00	427.44	789.36	0.00	1,310.64	38
001-513-00-2330	DISABILITY INSURANCE	704.52	5,300.00	1,074.50	1,988.60	0.00	3,311.40	38
001-513-00-3100	PROFESSIONAL SERVICES	0.00	18,000.00	0.00	12,291.23	0.00	5,708.77	68
001-513-00-3400	PLANNING SERVICE	6,250.00	40,000.00	0.00	971.25	0.00	39,028.75	2
001-513-00-4000	TRAVEL & PER DIEM	0.00	2,500.00	0.00	922.00	0.00	1,578.00	37
001-513-00-4410	RENTALS & LEASES - VEHICLES	0.00	3,000.00	0.00	0.00	0.00	3,000.00	0
001-513-00-4610	REPAIRS & MAINTENANCE - VEHICLES	0.00	200.00	0.00	2,591.60	0.00	2,391.60	***
001-513-00-4700	PRINTING & BINDING	0.00	500.00	0.00	273.00	0.00	227.00	55
001-513-00-4710	CODIFICATION EXPENSES	0.00	6,500.00	0.00	1,175.00	0.00	5,325.00	18
001-513-00-4900	OTHER CURRENT CHARGES	166.00	2,500.00	510.00	680.00	0.00	1,820.00	27
001-513-00-4910	LEGAL ADVERTISING	0.00	4,000.00	0.00	249.43	0.00	3,750.57	6
001-513-00-5230	FUEL EXPENSE	0.00	500.00	0.00	0.00	0.00	500.00	0
001-513-00-5400	BOOKS, SUBSCRIPTIONS & MEMBERSHIPS	0.00	6,000.00	200.00	1,952.81	0.00	4,047.19	33
513 FINANCE ADMIN & PLANNING		54,223.33	739,418.00	67,091.26	197,586.63	0.00	541,831.37	27
001-519-00-0000	GENERAL GOVERNMENT	0.00	0.00	0.00	0.00	0.00	0.00	0
001-519-00-3100	OTHER PROFESSIONAL SERVICES	0.00	0.00	0.00	3,000.00	0.00	3,000.00	0
001-519-00-3110	LEGAL SERVICES	5,419.03	200,000.00	0.00	20,119.39	0.00	179,880.61	10
001-519-00-3120	ENGINEERING FEES	315.00	10,000.00	0.00	1,729.27	0.00	8,270.73	17
001-519-00-3140	INFORMATION TECHNOLOGY EXPENSE	1,524.99	7,200.00	822.20	3,256.50	0.00	3,943.50	45
001-519-00-3200	AUDITING & ACCOUNTING	0.00	28,000.00	0.00	0.00	0.00	28,000.00	0
001-519-00-3400	CONTRACTUAL SERVICES	300.00	75,000.00	0.00	0.00	0.00	75,000.00	0
001-519-00-3405	BUILDING PERMITS	11,248.77	140,000.00	20,180.00	28,210.86	0.00	111,789.14	20
001-519-00-3410	JANITORIAL SERVICES	194.00	3,000.00	0.00	388.00	0.00	2,612.00	13
001-519-00-3415	WEBSITE/SOCIAL MEDIA	0.00	35,000.00	0.00	468.00	0.00	34,532.00	1
001-519-00-3417	EMERGENCY EXPENSES - HURRICANE	0.00	0.00	108,732.88	1,287,505.40	0.00	1,287,505.40	0
001-519-00-3440	FIRE PROTECTION	876,916.02	1,915,774.00	0.00	0.00	0.00	1,915,774.00	0
001-519-00-4100	COMMUNICATIONS SERVICES	916.68	15,000.00	1,095.11	4,168.70	0.00	10,831.30	28
001-519-00-4200	FREIGHT & POSTAGE	336.33	5,000.00	0.00	847.62	0.00	4,152.38	17
001-519-00-4300	UTILITY/ELECTRIC/WATER	1,233.02	21,000.00	0.00	2,063.50	0.00	18,936.50	10
001-519-00-4310	SOLID WASTE DISPOSAL/YARDWASTE	57,082.20	746,762.00	61,805.00	187,401.35	0.00	559,360.65	25
001-519-00-4500	INSURANCE	0.00	150,000.00	0.00	43,863.00	0.00	106,137.00	29
001-519-00-4600	REPAIRS & MAINTENANCE - GENERAL	49.99	7,000.00	18,773.43	19,465.51	0.00	12,465.51	278
001-519-00-4700	PRINTING & BINDING	792.23	6,500.00	985.27	2,026.13	0.00	4,473.87	31
001-519-00-4800	SPECIAL EVENTS	7,228.12	25,000.00	1,976.02	16,616.35	0.00	8,383.65	66
001-519-00-4900	OTHER CURRENT CHARGES	335.64	5,000.00	210.72	3,444.21	0.00	1,555.79	69

CITY OF BELLE ISLE
Statement of Revenue and Expenditures

Item a.

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Bal ance	% Expd
001-519-00-4905	NON AD VALOREM ASSESSMENT FEE	0.00	3,500.00	0.00	0.00	0.00	3,500.00	0
001-519-00-4906	GEOGRAPHIC INFORMATION SYSTEM INTERLOCAL	0.00	2,300.00	0.00	0.00	0.00	2,300.00	0
001-519-00-4910	LEGAL ADVERTISING	402.43	7,500.00	0.00	256.93	0.00	7,243.07	3
001-519-00-5200	OFFICE & OPERATING SUPPLIES	1,199.43	15,000.00	592.23	1,451.85	0.00	13,548.15	10
001-519-00-5400	BOOKS, SUBSCRIPTIONS & MEMBERSHIPS	0.00	1,200.00	15.96	727.88	0.00	472.12	61
001-519-00-8300	CONTRIBUTIONS & DONATIONS	0.00	3,000.00	0.00	200.00	0.00	2,800.00	7
001-519-00-8310	NEIGHBORHOOD GRANT PROGRAM	0.00	60,000.00	0.00	0.00	0.00	60,000.00	0
	519 GENERAL GOVERNMENT	965,493.88	3,487,736.00	215,188.82	1,627,210.45	0.00	1,860,525.55	47
001-521-00-0000	POLICE	0.00	0.00	0.00	0.00	0.00	0.00	0
001-521-00-1200	REGULAR SALARIES & WAGES	97,568.81	1,523,852.00	109,603.34	317,622.22	0.00	1,206,229.78	21
001-521-00-1210	REGULAR SALARIES & WAGES - CROSSING GUAR	3,030.00	59,400.00	3,270.00	9,697.50	0.00	49,702.50	16
001-521-00-1215	HOLIDAY PAY	7,586.77	30,000.00	8,979.53	14,217.28	0.00	15,782.72	47
001-521-00-1220	LONGEVITY PAY	0.00	6,000.00	0.00	6,000.00	0.00	0.00	100
001-521-00-1400	OVERTIME PAY	1,384.07	20,000.00	2,294.88	12,315.90	0.00	7,684.10	62
001-521-00-1500	INCENTIVE PAY	1,061.49	18,500.00	1,052.30	3,156.90	0.00	15,343.10	17
001-521-00-1505	POLICE OFF-DUTY DETAIL PAY	6,290.50	0.00	7,470.85	20,940.46	0.00	20,940.46	0
001-521-00-1506	POLICE LAKE CONWAY MARINE PATROL PAY	1,400.00	33,600.00	1,400.00	1,400.00	0.00	32,200.00	4
001-521-00-1520	SPECIAL ASSIGNMENT PAY	426.00	12,700.00	1,648.00	5,367.00	0.00	7,333.00	42
001-521-00-1530	BILINGUAL PAY	0.00	3,900.00	0.00	0.00	0.00	3,900.00	0
001-521-00-2100	FICA/MEDICARE TAXES	8,692.49	130,658.00	10,002.25	28,670.88	0.00	101,987.12	22
001-521-00-2200	RETIREMENT CONTRIBUTIONS	16,516.68	278,754.00	20,492.17	61,131.37	0.00	217,622.63	22
001-521-00-2300	HEALTH INSURANCE	42,199.37	345,000.00	50,115.78	102,353.95	0.00	242,646.05	30
001-521-00-2310	DENTAL & VISION INSURANCE	1,217.24	12,000.00	1,655.30	3,398.64	0.00	8,601.36	28
001-521-00-2320	LIFE INSURANCE	1,008.71	7,400.00	1,137.78	2,258.51	0.00	5,141.49	31
001-521-00-2330	DISABILITY INSURANCE	3,022.65	22,000.00	3,212.38	6,574.13	0.00	15,425.87	30
001-521-00-3100	TECHNOLOGY SUPPORT/SERVICES	2,454.25	61,000.00	3,843.80	14,807.40	0.00	46,192.60	24
001-521-00-3110	LEGAL SERVICES	1,594.00	8,000.00	0.00	481.25	0.00	7,518.75	6
001-521-00-3120	NEW HIRE EXPENSES	0.00	3,000.00	0.00	150.00	0.00	2,850.00	5
001-521-00-3405	RED LIGHT CAMERA FEES	14,000.00	336,000.00	17,500.00	49,000.00	0.00	287,000.00	15
001-521-00-3406	LICENSE PLATE READERS/VIDEO MONITORING	0.00	70,000.00	0.00	0.00	0.00	70,000.00	0
001-521-00-3407	LICENSE PLATE READER CONSTRUCTION/INSTL	0.00	100,000.00	0.00	0.00	0.00	100,000.00	0
001-521-00-3410	JANITORIAL SERVICES	216.00	3,000.00	0.00	432.00	0.00	2,568.00	14
001-521-00-4000	TRAVEL & PER DIEM	0.00	5,000.00	385.00	385.00	0.00	4,615.00	8
001-521-00-4100	COMMUNICATIONS SERVICES	2,695.69	28,000.00	2,462.03	6,603.61	0.00	21,396.39	24
001-521-00-4110	DISPATCH SERVICE	10,818.90	73,000.00	0.00	0.00	0.00	73,000.00	0
001-521-00-4200	POSTAGE & FREIGHT	170.93	2,000.00	0.00	21.35	0.00	1,978.65	1
001-521-00-4300	UTILITY/ELECTRIC/WATER	289.31	5,000.00	0.00	680.17	0.00	4,319.83	14
001-521-00-4410	RENTALS & LEASES - VEHICLES	14,031.70	200,000.00	17,146.35	34,713.45	0.00	165,286.55	17

Item a.

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Bal ance	% Expd
001-521-00-4600	REPAIRS & MAINTENANCE - GENERAL	0.00	3,500.00	199.99	199.99	0.00	3,300.01	6
001-521-00-4610	REPAIRS & MAINTENANCE - VEHICLES	431.84	10,000.00	370.41	1,803.50	0.00	8,196.50	18
001-521-00-4620	REPAIRS & MAINTENANCE - RADAR GUNS	0.00	4,500.00	0.00	1,075.00	0.00	3,425.00	24
001-521-00-4700	PRINTING & BINDING	214.77	3,500.00	403.40	886.79	0.00	2,613.21	25
001-521-00-4800	COMMUNITY PROMOTIONS	0.00	3,000.00	0.00	0.00	0.00	3,000.00	0
001-521-00-4900	OTHER CURRENT CHARGES	160.34	3,000.00	80.00	362.70	0.00	2,637.30	12
001-521-00-4910	LEGAL ADVERTISING	0.00	1,000.00	0.00	0.00	0.00	1,000.00	0
001-521-00-4920	MARINE EXPENSES	0.00	8,000.00	0.00	0.00	0.00	8,000.00	0
001-521-00-5100	OFFICE SUPPLIES	144.39	4,000.00	6.22	292.46	0.00	3,707.54	7
001-521-00-5200	OPERATING SUPPLIES	84.99	6,000.00	112.87	682.81	0.00	5,317.19	11
001-521-00-5205	COMPUTER AND SOFTWARE	149.95	25,710.00	1,458.52	3,513.05	0.00	22,196.95	14
001-521-00-5210	UNIFORMS	35.25	12,040.79	216.67	2,333.83	0.00	9,706.96	19
001-521-00-5230	FUEL EXPENSE	4,358.74	60,000.00	600.00	12,501.53	0.00	47,498.47	21
001-521-00-5240	COLLEGE TUITION REIMBURSEMENT	0.00	10,800.00	0.00	0.00	0.00	10,800.00	0
001-521-00-5245	RADIOS	0.00	17,000.00	0.00	0.00	0.00	17,000.00	0
001-521-00-5250	POLICE NON-CAPITAL EQUIPMENT	0.00	15,200.00	5,537.00	9,336.00	0.00	5,864.00	61
001-521-00-5400	BOOKS, SUBSCRIPTIONS & MEMBERSHIPS	200.00	1,500.00	0.00	260.00	0.00	1,240.00	17
001-521-00-5500	TRAINING	0.00	5,000.00	0.00	750.00	0.00	4,250.00	15
001-521-00-6400	CAPITAL - EQUIPMENT	17,000.00	10,000.00	0.00	0.00	0.00	10,000.00	0
001-521-00-6418	CAPITAL - VESSELS	2,424.60	0.00	0.00	1,000.00	0.00	1,000.00	0
	521 POLICE	262,880.43	3,601,514.79	271,456.82	737,376.63	0.00	2,864,138.16	20
001-541-00-0000	PUBLIC WORKS	0.00	0.00	0.00	0.00	0.00	0.00	0
001-541-00-1200	REGULAR SALARIES & WAGES	10,031.76	185,399.00	12,694.82	51,051.65	0.00	134,347.35	28
001-541-00-1400	OVERTIME PAY	0.00	500.00	0.00	0.00	0.00	500.00	0
001-541-00-2100	FICA/MEDICARE TAXES	764.65	14,221.00	934.37	3,855.42	0.00	10,365.58	27
001-541-00-2200	RETIREMENT CONTRIBUTIONS	1,504.76	29,664.00	2,031.16	8,406.63	0.00	21,257.37	28
001-541-00-2300	HEALTH INSURANCE	3,516.60	49,000.00	8,130.60	16,789.45	0.00	32,210.55	34
001-541-00-2310	DENTAL & VISION INSURANCE	79.12	1,300.00	261.20	495.70	0.00	804.30	38
001-541-00-2320	LIFE INSURANCE	102.96	900.00	137.28	313.95	0.00	586.05	35
001-541-00-2330	DISABILITY INSURANCE	308.10	2,900.00	390.16	927.15	0.00	1,972.85	32
001-541-00-3100	PROFESSIONAL SERVICES	0.00	500.00	0.00	0.00	0.00	500.00	0
001-541-00-3140	TEMPORARY LABOR	3,126.50	0.00	0.00	0.00	0.00	0.00	0
001-541-00-3150	INFORMATION TECHNOLOGY EXPENSE	0.00	3,600.00	400.00	1,780.40	0.00	1,819.60	49
001-541-00-3400	CONTRACTUAL SERVICES	460.00	11,000.00	736.00	2,208.00	0.00	8,792.00	20
001-541-00-3420	LANDSCAPING SERVICES	2,400.00	78,000.00	0.00	4,800.00	0.00	73,200.00	6
001-541-00-4000	TRAVEL & PER DIEM	0.00	1,000.00	0.00	85.00	0.00	915.00	8
001-541-00-4100	COMMUNICATIONS	217.99	3,000.00	414.42	1,410.68	0.00	1,589.32	47
001-541-00-4300	UTILITY/ELECTRIC/WATER	15,089.95	120,000.00	22.97	18,540.00	0.00	101,460.00	15

CITY OF BELLE ISLE
Statement of Revenue and Expenditures

Item a.

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Bal ance	% Expd
001-541-00-4410	RENTALS & LEASES - VEHICLES	0.00	82,000.00	854.82	1,827.19	0.00	80,172.81	2
001-541-00-4420	RENTALS & LEASES - EQUIPMENT	0.00	5,000.00	730.93	791.88	0.00	4,208.12	16
001-541-00-4600	REPAIRS & MAINTENANCE - GENERAL	360.20	22,000.00	0.00	606.57	0.00	21,393.43	3
001-541-00-4610	REPAIRS & MAINTENANCE - VEHICLES & EQUIP	230.56	10,000.00	273.72	1,005.58	0.00	8,994.42	10
001-541-00-4670	REPAIRS & MAINTENANCE - PARKS	1,104.92	42,000.00	385.54	6,537.06	0.00	35,462.94	16
001-541-00-4675	REPAIRS & MAINTENANCE - BOAT RAMPS	0.00	3,500.00	0.00	0.00	0.00	3,500.00	0
001-541-00-4680	REPAIRS & MAINTENANCE - ROADS	141.37	30,000.00	253.22	402.88	0.00	29,597.12	1
001-541-00-4690	URBAN FORESTRY	69,507.50	105,000.00	0.00	8,205.00	0.00	96,795.00	8
001-541-00-4900	OTHER CURRENT CHARGES	0.00	0.00	0.00	25.00	0.00	25.00-	0
001-541-00-5200	OPERATING SUPPLIES	405.10	7,500.00	119.76	1,056.55	0.00	6,443.45	14
001-541-00-5210	UNIFORMS	0.00	2,500.00	45.94	353.19	0.00	2,146.81	14
001-541-00-5220	PROTECTIVE CLOTHING	0.00	1,500.00	0.00	34.00	0.00	1,466.00	2
001-541-00-5230	FUEL EXPENSE	232.88	6,000.00	0.00	1,743.12	0.00	4,256.88	29
001-541-00-5240	SMALL TOOLS & EQUIPMENT	0.00	5,000.00	2,374.05	3,747.96	0.00	1,252.04	75
001-541-00-5400	BOOKS, SUBSCRIPTIONS & MEMBERSHIPS	0.00	1,500.00	0.00	84.99	0.00	1,415.01	6
001-541-00-5500	TRAINING	0.00	2,500.00	0.00	2,800.00	0.00	300.00-	112
001-541-00-6200	CIP - BUILDINGS	0.00	40,000.00	0.00	0.00	0.00	40,000.00	0
001-541-00-6320	CIP - RESURFACING & CURBING	0.00	453,000.00	0.00	0.00	0.00	453,000.00	0
001-541-00-6330	CIP - SIDEWALKS	0.00	500,000.00	0.00	26,325.00	0.00	473,675.00	5
001-541-00-6375	CIP - FENCING	0.00	0.00	0.00	6,905.00	0.00	6,905.00-	0
001-541-00-6380	CIP - PARK IMPROVEMENTS	0.00	97,000.00	0.00	0.00	0.00	97,000.00	0
001-541-00-6385	CIP - CLOCK TOWER	0.00	28,700.00	0.00	5,837.00	0.00	22,863.00	20
	541 PUBLIC WORKS	109,584.92	1,945,684.00	31,190.96	178,952.00	0.00	1,766,732.00	9
001-581-00-0000	NON-DEPARTMENTAL (TRANSFERS)	0.00	0.00	0.00	0.00	0.00	0.00	0
001-581-00-9100	TRANSFER TO CAPITAL EQUIP REPL FUND 301	0.00	250,000.00	0.00	0.00	0.00	250,000.00	0
001-584-00-0000	NON-OPERATING	0.00	0.00	0.00	0.00	0.00	0.00	0
001-584-00-7100	PAYMENT ON BOND - PRINCIPAL	26,533.32	204,000.00	0.00	0.00	0.00	204,000.00	0
001-584-00-7200	BOND DEBT - INTEREST	0.01	58,000.00	0.00	0.00	0.00	58,000.00	0
	584 NON-OPERATING	26,533.33	262,000.00	0.00	0.00	0.00	262,000.00	0
001-590-00-0000	RESERVES	0.00	0.00	0.00	0.00	0.00	0.00	0
001-590-00-2710	UNDESIGNATED RESERVE	0.00	2,859,630.00	0.00	0.00	0.00	2,859,630.00	0
	001 GENERAL FUND Expend Total	1,433,560.06	13,177,232.79	586,198.63	2,749,729.36	0.00	10,427,503.43	21

CITY OF BELLE ISLE
Statement of Revenue and Expenditures

Item a.

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
	001 GENERAL FUND							
		Prior	Current	YTD				
	Revenues:	1,383,520.85	1,259,781.00	2,009,748.56				
	Expended:	1,433,560.06	586,198.63	2,749,729.36				
	Net Income:	50,039.21-	673,582.37	739,980.80-				

CITY OF BELLE ISLE
Statement of Revenue and Expenditures

Item a.

Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Cancel	Excess/Deficit	% Real
102-324-310	IMPACT FEES - RESIDENTIAL - TRANSPORTATI	0.00	0.00	1,431.00	1,431.00	0.00	1,431.00	0
102-361-100	INTEREST - TRANSPORTATION IMPACT	39.66	500.00	229.92	578.53	0.00	78.53	116
102-389-200	UNDESIGNATED RESERVE - TRANSPORTATION IM	0.00	110,788.00	0.00	0.00	0.00	110,788.00-	0
	102 TRANSPORTATION IMPACT F Revenue Total	39.66	111,288.00	1,660.92	2,009.53	0.00	109,278.47-	1

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
102-541-00-3100	PROFESSIONAL SERVICES	0.00	65,000.00	0.00	0.00	0.00	65,000.00	0
102-590-00-2710	UNDESIGNATED RESERVE - TRANSPORTATION IM	0.00	46,288.00	0.00	0.00	0.00	46,288.00	0
	102 TRANSPORTATION IMPACT F Expend Total	0.00	111,288.00	0.00	0.00	0.00	111,288.00	0

102 TRANSPORTATION IMPACT FEE FUND		Prior	Current	YTD
Revenues:		39.66	1,660.92	2,009.53
Expended:		0.00	0.00	0.00
Net Income:		39.66	1,660.92	2,009.53

Item a.

Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Cancel	Excess/Deficit	% Real
103-334-360	STATE RESILIENCY GRANT	0.00	45,000.00	0.00	0.00	0.00	45,000.00-	0
103-343-900	SERVICE CHARGE - STORMWATER	107,367.47	425,344.00	82,970.93	115,911.95	0.00	309,432.05-	27
103-361-100	INTEREST - STORMWATER	39.66	500.00	229.92	578.54	0.00	78.54	116
103-369-908	OC NAV BOARD REIMBURSEMENTS	0.00	98,125.00	0.00	0.00	0.00	98,125.00-	0
103-389-200	UNDESIGNATED RESERVE - STORMWATER	0.00	678,228.00	0.00	0.00	0.00	678,228.00-	0
	103 STORMWATER FUND Revenue Total	107,407.13	1,247,197.00	83,200.85	116,490.49	0.00	1,130,706.51-	9

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
103-541-00-1200	REGULAR SALARIES & WAGES	0.00	159,000.00	0.00	0.00	0.00	159,000.00	0
103-541-00-2100	FICA/MEDI CARE TAXES	0.00	12,164.00	0.00	0.00	0.00	12,164.00	0
103-541-00-2200	RETIREMENT CONTRIBUTIONS	0.00	25,440.00	0.00	0.00	0.00	25,440.00	0
103-541-00-2300	HEALTH INSURANCE	0.00	32,000.00	0.00	0.00	0.00	32,000.00	0
103-541-00-2310	DENTAL & VISION INSURANCE	0.00	1,000.00	0.00	0.00	0.00	1,000.00	0
103-541-00-2320	LIFE INSURANCE	0.00	750.00	0.00	0.00	0.00	750.00	0
103-541-00-2330	DISABILITY INSURANCE	0.00	2,000.00	0.00	0.00	0.00	2,000.00	0
103-541-00-3100	PROFESSIONAL SERVICES	0.00	75,000.00	0.00	0.00	0.00	75,000.00	0
103-541-00-3110	LEGAL SERVICES - STORMWATER FUND	0.00	3,000.00	0.00	0.00	0.00	3,000.00	0
103-541-00-3120	ENGINEERING FEES	1,972.88	50,000.00	0.00	27,353.39	0.00	22,646.61	55
103-541-00-3430	NPDES	244.00	15,000.00	244.00	244.00	0.00	14,756.00	2
103-541-00-3450	LAKE CONSERVATION	1,003.00	25,000.00	1,003.00	2,644.00	0.00	22,356.00	11
103-541-00-4600	REPAIRS & MAINTENANCE	5,400.00	75,000.00	0.00	10,096.00	0.00	64,904.00	13
103-541-00-4900	OTHER CURRENT CHARGES	0.00	500.00	0.00	0.00	0.00	500.00	0
103-541-00-6300	CIP - CAPITAL IMPROVEMENTS	0.00	473,125.00	0.00	0.00	0.00	473,125.00	0
103-541-00-6319	CIP - CAPITAL IMPROVEMENTS - ARPA	0.00	98,125.00	0.00	0.00	0.00	98,125.00	0
	541 Total	8,619.88	1,047,104.00	1,247.00	40,337.39	0.00	1,006,766.61	4
103-590-00-2710	UNDESIGNATED RESERVE - STORMWATER	0.00	200,093.00	0.00	0.00	0.00	200,093.00	0
	103 STORMWATER FUND Expend Total	8,619.88	1,247,197.00	1,247.00	40,337.39	0.00	1,206,859.61	3

103 STORMWATER FUND

	Prior	Current	YTD
Revenues:	107,407.13	83,200.85	116,490.49
Expended:	8,619.88	1,247.00	40,337.39
Net Income:	98,787.25	81,953.85	76,153.10

CITY OF BELLE ISLE
Statement of Revenue and Expenditures

Item a.

Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Cancel	Excess/Deficit	% Real
104-351-200	JUDGEMENT & FINES - LE EDUCATION FUND	384.66	3,000.00	465.71	1,260.10	0.00	1,739.90-	42
104-361-100	INTEREST - EDUCATION FUND	39.66	500.00	229.92	578.53	0.00	78.53	116
104-389-200	UNDESIGNATED RESERVE - LE EDUCATION FUND	0.00	11,995.00	0.00	0.00	0.00	11,995.00-	0
	104 LAW ENFORCEMENT EDUCATI Revenue Total	424.32	15,495.00	695.63	1,838.63	0.00	13,656.37-	12

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
104-521-00-5500	TRAINING	0.00	6,000.00	0.00	2,014.00	0.00	3,986.00	34
104-590-00-2710	UNDESIGNATED RESERVE - LE EDUCATION	0.00	9,495.00	0.00	0.00	0.00	9,495.00	0
	104 LAW ENFORCEMENT EDUCATI Expend Total	0.00	15,495.00	0.00	2,014.00	0.00	13,481.00	13

104 LAW ENFORCEMENT EDUCATION FUND		Prior	Current	YTD
Revenues:		424.32	695.63	1,838.63
Expended:		0.00	0.00	2,014.00
Net Income:		424.32	695.63	175.37-

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Statement of Revenue and Expenditures

Item a.

Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Cancel	Excess/Deficit	% Real
201-362-000	RENT REVENUE	86,445.06	0.00	85,511.78	256,535.34	0.00	256,535.34	0
	201 CHARTER SCHOOL DEBT SER Revenue Total	86,445.06	0.00	85,511.78	256,535.34	0.00	256,535.34	0

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
201-569-00-3110	LEGAL SERVICES - CHARTER	90.00	0.00	0.00	0.00	0.00	0.00	0
201-569-00-4600	MAINTENANCE - CHARTER SCHOOL	321.00	0.00	0.00	0.00	0.00	0.00	0
	569 Total	411.00	0.00	0.00	0.00	0.00	0.00	0
	201 CHARTER SCHOOL DEBT SER Expend Total	411.00	0.00	0.00	0.00	0.00	0.00	0

201 CHARTER SCHOOL DEBT SERVICE FUND		Prior	Current	YTD
Revenues:	86,445.06	85,511.78	256,535.34	
Expended:	411.00	0.00	0.00	
Net Income:	86,034.06	85,511.78	256,535.34	

CITY OF BELLE ISLE
Statement of Revenue and Expenditures

Item a.

Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Cancel	Excess/Deficit	% Real
301-361-100	INTEREST - CAP EQUIP REPL FUND	39.65	500.00	229.92	578.52	0.00	78.52	116
301-381-000	TRANSFER IN FROM GENERAL FUND 001	0.00	250,000.00	0.00	0.00	0.00	250,000.00-	0
301-389-200	UNDESIGNATED RESERVE - CAP EQUIP REPL FU	0.00	19,516.00	0.00	0.00	0.00	19,516.00-	0
	301 CAPITAL EQUIPMENT REPLA Revenue Total	39.65	270,016.00	229.92	578.52	0.00	269,437.48-	0

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
301-541-00-6430	CAPITAL - EQUIPMENT - CHIPPER	0.00	50,000.00	0.00	0.00	0.00	50,000.00	0
301-590-00-2710	UNDESIGNATED RESERVE - CAP EQUIP REPL FU	0.00	220,016.00	0.00	0.00	0.00	220,016.00	0
	301 CAPITAL EQUIPMENT REPLA Expend Total	0.00	270,016.00	0.00	0.00	0.00	270,016.00	0

301 CAPITAL EQUIPMENT REPLACEMENT FUND	Prior	Current	YTD
Revenues:	39.65	229.92	578.52
Expended:	0.00	0.00	0.00
Net Income:	39.65	229.92	578.52

CITY OF BELLE ISLE
Statement of Revenue and Expenditures

Item a.

Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Cancel	Excess/Deficit	% Real
303-389-200	UNDESIGNATED RESERVE - CAPITAL IMPROVEME	0.00	442,101.00	0.00	0.00	0.00	442,101.00-	0
	303 CAPITAL IMPRV REVENUE N Revenue Tota	0.00	442,101.00	0.00	0.00	0.00	442,101.00-	0

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
303-517-00-3100	PROFESSIONAL SERVICES - FUND 303	0.00	0.00	3,184.50	3,184.50	0.00	3,184.50-	0
303-517-00-6100	CIP - LAND PURCHASE	0.00	442,101.00	25,000.00-	0.00	0.00	442,101.00	0
	517 Total	0.00	442,101.00	21,815.50-	3,184.50	0.00	438,916.50	1
	303 CAPITAL IMPRV REVENUE N Expend Total	0.00	442,101.00	21,815.50-	3,184.50	0.00	438,916.50	1

303 CAPITAL IMPRV REVENUE NOTE 2020 PROJ FUN	Prior	Current	YTD
Revenues:	0.00	0.00	0.00
Expended:	0.00	21,815.50-	3,184.50
Net Income:	0.00	21,815.50	3,184.50-

Grand Totals	Prior	Current	YTD
Revenues:	1,577,876.67	1,431,080.10	2,387,201.07
Expended:	1,442,590.94	565,630.13	2,795,265.25
Net Income:	135,285.73	865,449.97	408,064.18-

Range of Checking Accts: First to Last Range of Check Dates: 12/01/22 to 12/31/22
Report Type: All Checks Report Format: Detail Check Type: Computer: Y Manual: Y Dir Deposit: Y

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num
PO #	Item	Description					Ref Seq Acct
OPERATING		Operating Account					
12364	12/04/22	CARDSERV CARD SERVICES CENTER				12/31/22	1273
23000276	1	WORK SHIRTS FOR PW	307.25	001-541-00-5210	Expenditure		1 1
		UNI FORMS					
23000276	2	TARP/TORQ WRENCH	45.67	001-541-00-5200	Expenditure		2 1
		OPERATING SUPPLIES					
23000276	3	FOUNTAIN PUMP FOR CITY HALL	41.98	001-519-00-4600	Expenditure		3 1
		REPAIRS & MAINTENANCE - GENERAL					
23000276	4	RAIN SUIT FOR PW	34.00	001-541-00-5220	Expenditure		4 1
		PROTECTIVE CLOTHING					
23000276	5	LANTERNS FOR PW	42.99	001-541-00-5200	Expenditure		5 1
		OPERATING SUPPLIES					
23000276	6	SWIVEL JACK/ONE TON LIFT	414.97	001-541-00-5240	Expenditure		6 1
		SMALL TOOLS & EQUIPMENT					
23000276	7	VISOR HOLDER FOR FUEL CARDS	39.95	001-541-00-5200	Expenditure		7 1
		OPERATING SUPPLIES					
23000276	8	TOLLS FOR PW DIRECTOR	85.00	001-541-00-4000	Expenditure		8 1
		TRAVEL & PER DIEM					
23000276	9	COFFEE FOR PW	42.87	001-541-00-5200	Expenditure		9 1
		OPERATING SUPPLIES					
23000276	10	RETURN BOOK FROM 9/30/22	18.41-	001-369-900	Revenue		10 1
		OTHER MISCELLANEOUS REVENUE					
23000276	11	LED LIGHTS FOR NELA BRIDGE	224.64	001-519-00-4600	Expenditure		11 1
		REPAIRS & MAINTENANCE - GENERAL					
23000276	12	LED LIGHTS FOR FOUNTAIN	35.68	001-519-00-4600	Expenditure		12 1
		REPAIRS & MAINTENANCE - GENERAL					
23000276	13	CHRISTMAS LIGHTS FOR PD/CH	107.97	001-519-00-4600	Expenditure		13 1
		REPAIRS & MAINTENANCE - GENERAL					
23000276	14	CELL PHONE CASES FOR PW	71.92	001-541-00-5200	Expenditure		14 1
		OPERATING SUPPLIES					
23000276	15	STEPS FOR VEH 1006	189.99	001-541-00-4610	Expenditure		15 1
		REPAIRS & MAINTENANCE - VEHICLES & EQUIP					
23000276	16	CELL PHONE CHARGER FOR PW	25.00	001-541-00-5200	Expenditure		16 1
		OPERATING SUPPLIES					
23000276	17	PAPER FOR PD	206.64	001-521-00-5100	Expenditure		17 1
		OFFICE SUPPLIES					
23000276	18	OCT2022 ADOBE SUBSCRIPTION PD	14.99	001-521-00-5205	Expenditure		18 1
		COMPUTER AND SOFTWARE					
23000276	19	PHONE MESSAGE BOOK FOR PD	7.98	001-521-00-5200	Expenditure		19 1
		OPERATING SUPPLIES					
23000276	20	BOOTS FOR PD	149.40	001-521-00-5210	Expenditure		20 1
		UNI FORMS					
23000276	21	OFFICE HEATER FOR PD	45.99	001-521-00-5200	Expenditure		21 1
		OPERATING SUPPLIES					
23000276	22	PAPER TOWELS FOR PD	79.60	001-521-00-5100	Expenditure		22 1
		OFFICE SUPPLIES					
23000276	23	IBUPROFEN FOR PD	22.70	001-521-00-4900	Expenditure		23 1
		OTHER CURRENT CHARGES					
23000276	24	OCT2022 CAR WASH FOR PD	252.00	001-521-00-4610	Expenditure		24 1
		REPAIRS & MAINTENANCE - VEHICLES					

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OPERATING									
12364		CARD SERVICES CENTER							
23000276	25	OCT2022 GOOGLE EMAIL	615.60	001-521-00-3100	Expenditure		25	1	
				TECHNOLOGY SUPPORT/SERVICES					
23000276	26	MEMBERSHIP RENEWAL FOR PD	50.00	001-521-00-5400	Expenditure		26	1	
				BOOKS, SUBSCRIPTIONS & MEMBERSHIPS					
23000276	27	MINI REFRIGERATOR FOR EVIDENCE	55.99	001-521-00-5200	Expenditure		27	1	
				OPERATING SUPPLIES					
23000276	28	DRONE CLASS AND TEST FOR PD	624.00	104-521-00-5500	Expenditure		28	1	
				TRAINING					
23000276	29	FOOD DURING HURRICANE	71.44	001-519-00-3417	Expenditure		29	1	
				EMERGENCY EXPENSES - HURRICANE					
23000276	30	COUNCIL TRAINING 10/28/22	1,510.11	001-519-00-4900	Expenditure		30	1	
				OTHER CURRENT CHARGES					
23000276	31	OCTOBER 2022 GOOGLE EMAIL	264.60	001-519-00-4100	Expenditure		31	1	
				COMMUNICATIONS SERVICES					
23000276	32	2 TURKEYS FOR STAFF LUNCHEON	80.00	001-519-00-4900	Expenditure		32	1	
				OTHER CURRENT CHARGES					
23000276	33	FACC FALL 2022 10/9-12/22	447.00	001-513-00-4000	Expenditure		33	1	
				TRAVEL & PER DIEM					
23000276	34	CITY SEAL CHAMBERS 50% DEPOSIT	826.00	001-519-00-4900	Expenditure		34	1	
				OTHER CURRENT CHARGES					
23000276	35	BOOK FOR CLERK CONF 10/9-12/22	7.59	001-519-00-5400	Expenditure		35	1	
				BOOKS, SUBSCRIPTIONS & MEMBERSHIPS					
23000276	36	COUNCIL TRAINING 10/28/22 DEPO	550.00	001-519-00-4900	Expenditure		36	1	
				OTHER CURRENT CHARGES					
23000276	37	CITY HALL CHRISTMAS DECOR	133.36	001-519-00-4900	Expenditure		37	1	
				OTHER CURRENT CHARGES					
23000276	38	RETURN CH THANKSGIVING DECOR	12.99-	001-519-00-4900	Expenditure		38	1	
				OTHER CURRENT CHARGES					
23000276	39	RETURN CH CHRISTMAS DECOR	25.99-	001-519-00-4900	Expenditure		39	1	
				OTHER CURRENT CHARGES					
23000276	40	DOMAIN NAME RENEWAL	14.76	001-519-00-4100	Expenditure		40	1	
				COMMUNICATIONS SERVICES					
23000276	41	NELA BRIDGE BRICK BETH NIBERT	35.50	001-519-00-4900	Expenditure		41	1	
				OTHER CURRENT CHARGES					
23000276	42	NOV2022 STORAGE UNIT RENTAL PD	80.00	001-521-00-4900	Expenditure		42	1	
				OTHER CURRENT CHARGES					
23000276	43	KEYBOARD FOR PATROL LAPTOP PD	116.18	001-521-00-5205	Expenditure		43	1	
				COMPUTER AND SOFTWARE					
23000276	44	MISSING PD RECEIPT	50.62	001-521-00-4610	Expenditure		44	1	
				REPAIRS & MAINTENANCE - VEHICLES					
23000276	45	CANCELED EXAM/ ALBERY PD	100.00-	001-521-00-5500	Expenditure		45	1	
				TRAINING					
23000276	46	CANCELED TRAINING/ ALBERY PD	500.00-	001-521-00-5500	Expenditure		46	1	
				TRAINING					
23000276	47	ORLANDO SENTINEL MISSING	15.96	001-519-00-5400	Expenditure		47	1	
				BOOKS, SUBSCRIPTIONS & MEMBERSHIPS					
			7,380.50						
12356	12/05/22	FLDORRLC FL DEPT OF REVENUE (RLC)				12/31/22	1266		
23000277	1	RED LIGHT CAMERAS W/E 11/25/22	11,122.00	001-900-00-0021	Expenditure		1	1	
				RED LIGHT CAMERA STATE PORTION					

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PO #	Item	Description					Ref Seq Acct
OPERATING Operating Account			Continued				
12298	12/06/22	ALBERTMO ALBERT MOORE, LLC.				12/31/22	1259
23000174	1	BOUGAINVILLEA REMOVAL HOFFNER	900.00	001-541-00-4690	Expenditure		2 1
				URBAN FORESTRY			
23000175	1	HANGER REMOVAL ON HOFFNER	1,805.00	001-541-00-4690	Expenditure		3 1
				URBAN FORESTRY			
			<u>2,705.00</u>				
12299	12/06/22	AQUATIC AQUATIC WEED CONTROL, INC.				12/31/22	1259
23000176	1	OCT2022 WATERWAY MAINTENANCE	418.00	103-541-00-3450	Expenditure		4 1
				LAKE CONSERVATION			
23000177	1	OCT2022 BI/M SVC OUTFALL	425.00	103-541-00-3450	Expenditure		5 1
				LAKE CONSERVATION			
23000178	1	OCT2022 BI/M BEACH RAKING	60.00	103-541-00-3450	Expenditure		6 1
				LAKE CONSERVATION			
23000179	1	OCT2022 BI/M SVC HAFFLY DITCH	100.00	103-541-00-3450	Expenditure		7 1
				LAKE CONSERVATION			
23000180	1	NOV2022 BI/M SVC PENNINSULA LA	55.00	103-541-00-3450	Expenditure		8 1
				LAKE CONSERVATION			
23000181	1	NOV2022 WATERWAY MAINTENANCE	418.00	103-541-00-3450	Expenditure		9 1
				LAKE CONSERVATION			
23000182	1	NOV2022 BI/M SVC CULLEN LAKE	45.00	103-541-00-3450	Expenditure		10 1
				LAKE CONSERVATION			
			<u>1,521.00</u>				
12300	12/06/22	AUTO NAPA				12/31/22	1259
23000200	1	FIX A FLAT /EQUIPMENT CLEANER	34.06	001-541-00-4610	Expenditure		34 1
				REPAIRS & MAINTENANCE - VEHICLES & EQUIP			
12301	12/06/22	CANON FI CANON FINANCIAL SERVICES, INC.				12/31/22	1259
23000183	1	NOVEMBER2022 COPIER LEASE	176.50	001-519-00-4700	Expenditure		11 1
				PRINTING & BINDING			
23000183	2	NOVEMBER2022 COPIER LEASE	176.50	001-521-00-4700	Expenditure		12 1
				PRINTING & BINDING			
			<u>353.00</u>				
12302	12/06/22	EOLATECH EOLA TECHNOLOGY PARTNERS, LLC					1259
23000129	1	MS TRANSITION CH 9/17-10/17/22	190.20	001-519-00-3140	Expenditure		1 1
				INFORMATION TECHNOLOGY EXPENSE			
23000184	1	MS TRANSITION CH 8/17-9/17/22	190.20	001-519-00-3140	Expenditure		13 1
				INFORMATION TECHNOLOGY EXPENSE			
23000185	1	MS TRANSITION CH 10/17-11/17/2	190.20	001-519-00-3140	Expenditure		14 1
				INFORMATION TECHNOLOGY EXPENSE			
23000186	1	MS TRANSITION PD 10/17-11/17/2	891.60	001-521-00-3100	Expenditure		15 1
				TECHNOLOGY SUPPORT/SERVICES			
23000187	1	MS TRANSITION PW 8/17-9/17/22	126.80	001-541-00-3150	Expenditure		16 1
				INFORMATION TECHNOLOGY EXPENSE			
23000188	1	MS TRANSITION PW 9/17-10/17/22	126.80	001-541-00-3150	Expenditure		17 1
				INFORMATION TECHNOLOGY EXPENSE			
23000189	1	MS TRANSITION PW 10/17-11/17/2	126.80	001-541-00-3150	Expenditure		18 1
				INFORMATION TECHNOLOGY EXPENSE			
23000190	1	DECEMBER2022 IT SERVICES	600.00	001-519-00-3140	Expenditure		19 1
				INFORMATION TECHNOLOGY EXPENSE			

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PO #	Item	Description							
OPERATING Operating Account Continued									
12302	EOLA	TECHNOLOGY PARTNERS, LLC	Continued						
23000190	2	DECEMBER2022 IT SERVICES	2,600.00	001-521-00-3100	Expenditure		20	1	
				TECHNOLOGY SUPPORT/SERVICES					
23000190	3	DECEMBER2022 IT SERVICES	400.00	001-541-00-3150	Expenditure		21	1	
				INFORMATION TECHNOLOGY EXPENSE					
23000205	1	MS TRANSITION PD 9/17-10/17/22	828.20	001-521-00-3100	Expenditure		39	1	
				TECHNOLOGY SUPPORT/SERVICES					
23000216	1	LAPTOP BATTERY REPLACEMENT PD	114.57	001-521-00-5205	Expenditure		48	1	
				COMPUTER AND SOFTWARE					
			6,385.37						
12303	12/06/22	FISH FISHBACK, DOMINICK, BENNETT,				12/31/22	1259		
23000191	1	OCT2022 LEGAL SVC RETAINER	3,800.00	001-519-00-3110	Expenditure		22	1	
				LEGAL SERVICES					
23000192	1	OCT2022 LEGAL SVC ANNEXATION	275.00	001-519-00-3110	Expenditure		23	1	
				LEGAL SERVICES					
23000193	1	OCT2022 LEGAL SVC POLICE DEPT	481.25	001-521-00-3110	Expenditure		24	1	
				LEGAL SERVICES					
23000194	1	OCT2022 LEGAL SVC GENERAL FUND	4,989.32	001-519-00-3110	Expenditure		25	1	
				LEGAL SERVICES					
23000194	2	OCT2022 LEGAL SVC P&Z	137.50	001-519-00-3110	Expenditure		26	1	
				LEGAL SERVICES					
			9,683.07						
12304	12/06/22	GALLS GALLS, LLC.				12/31/22	1259		
23000210	1	PD HATS	347.36	001-521-00-5210	Expenditure		42	1	
				UNI FORMS					
23000211	1	PD TIE	7.04	001-521-00-5210	Expenditure		43	1	
				UNI FORMS					
23000217	1	JACKETS FOR PD	792.00	001-521-00-5210	Expenditure		49	1	
				UNI FORMS					
23000218	1	JACKETS FOR PD	198.00	001-521-00-5210	Expenditure		50	1	
				UNI FORMS					
23000219	1	JACKETS FOR PD	330.00	001-521-00-5210	Expenditure		51	1	
				UNI FORMS					
			1,674.40						
12305	12/06/22	GEMSEAL2 GEM ASSET ACQUISITION LLC				12/31/22	1259		
23000220	1	DELINEATOR SIGN HOFFNER AVE	62.11	001-541-00-4680	Expenditure		52	1	
				REPAIRS & MAINTENANCE - ROADS					
23000221	1	DELINEATOR SIGN HOFFNER AVE	87.55	001-541-00-4680	Expenditure		53	1	
				REPAIRS & MAINTENANCE - ROADS					
			149.66						
12306	12/06/22	GRAYROBI GRAYROBINSON, P.A.				12/31/22	1259		
23000206	1	NOVEMBER2022 LOBBYIST SVC	4,500.00	001-519-00-3110	Expenditure		40	1	
				LEGAL SERVICES					
12307	12/06/22	GRAYSBACK GRAYS BACKFLOW SERVICES, LLC.				12/31/22	1259		
23000212	1	BACKFLOW TEST 2800 HOFFNER	130.00	001-541-00-4300	Expenditure		44	1	
				UTILITY/ELECTRIC/WATER					

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num	Ref Seq	Acct
PO #	Item	Description							
OPERATING Operating Account			Continued						
12308	12/06/22	GROUNDWE GROUNDWERKS				12/31/22	1259		
23000195	1	REMOVE/REPLACE SIDEWALK OFF H	11,425.00	001-541-00-6330 CIP - SIDEWALKS	Expenditure		27	1	
23000195	2	REMOVE/REPLACE CURB/SOD	7,192.00	103-541-00-4600 REPAIRS & MAINTENANCE	Expenditure		28	1	
			18,617.00						
12309	12/06/22	HARSHAW GENE HARSHAW				12/31/22	1259		
23000204	1	REIMBURSE CITY TREE REMOVAL	5,500.00	001-541-00-4690 URBAN FORESTRY	Expenditure		38	1	
12310	12/06/22	ICMAMEMB ICMA MEMBERSHIP RENEWALS				12/31/22	1259		
23000196	1	MEMBERSHIP ROBERT FRANCIS	1,055.92	001-513-00-5400 BOOKS, SUBSCRIPTIONS & MEMBERSHIPS	Expenditure		29	1	
12311	12/06/22	JJSWASTE JJ'S WASTE & RECYCLING LLC.				12/31/22	1259		
23000197	1	DUMPSTER 2115 NELA AVE	461.07	001-519-00-4310 SOLID WASTE DISPOSAL/YARDWASTE	Expenditure		30	1	
23000198	1	DUMPSTER 2115 NELA AVE	143.75	001-519-00-4310 SOLID WASTE DISPOSAL/YARDWASTE	Expenditure		31	1	
23000213	1	DECEMBER2022 SOLID WASTE SVC	61,805.00	001-519-00-4310 SOLID WASTE DISPOSAL/YARDWASTE	Expenditure		45	1	
			62,409.82						
12312	12/06/22	MINUTEMP MINUTEMAN PRESS				12/31/22	1259		
23000199	1	BUSINESS CARDS GOLD/PARTIN	78.00	001-511-00-5100 OFFICE SUPPLIES	Expenditure		32	1	
23000199	2	BUSINESS CARDS FOURAKER	39.00	001-512-00-4900 OTHER CURRENT CHARGES	Expenditure		33	1	
			117.00						
12313	12/06/22	ORLSENT ORLANDO SENTINEL				12/31/22	1259		
23000201	1	NEWSPAPER ADVERTISEMENT 10/15/	249.43	001-513-00-4910 LEGAL ADVERTISING	Expenditure		35	1	
12314	12/06/22	PENTAIR PENTAIR AQUATIC ECOSYSTEMS INC				12/31/22	1259		
23000207	1	TRIMBLE PARK COMPRESSOR PUMP	1,149.83	001-541-00-4670 REPAIRS & MAINTENANCE - PARKS	Expenditure		41	1	
12315	12/06/22	PRM PUBLIC RISK MANAGEMENT OF FL				12/31/22	1259		
23000202	1	22/23 Q1 PROP/LIAB/WC/AUTO INS	43,863.00	001-519-00-4500 INSURANCE	Expenditure		36	1	
12316	12/06/22	SLOANSAU SLOAN'S AUTOMOTIVE				12/31/22	1259		
23000203	1	PLANNER VEHICLE MAINTENANCE	2,591.60	001-513-00-4610 REPAIRS & MAINTENANCE - VEHICLES	Expenditure		37	1	
12317	12/06/22	TIRES TIRES PLUS				12/31/22	1259		
23000214	1	NEW TIRE FOR VEHICLE 2112	224.87	001-521-00-4610 REPAIRS & MAINTENANCE - VEHICLES	Expenditure		46	1	

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OPERATING									
12317		Operating Account		Continued					
23000215	1	OIL CHANGE FOR VEHICLE 2114	105.86	001-521-00-4610	Expenditure		47	1	
				REPAIRS & MAINTENANCE - VEHICLES					
			330.73						
12394	12/08/22	WEX WEX BANK				12/31/22		1279	
23000343	1	FUEL PURCHASES P/E 11/30/22	6,516.08	001-521-00-5230	Expenditure		1	1	
				FUEL EXPENSE					
23000343	2	FUEL PURCHASES P/E 11/30/22	571.07	001-541-00-5230	Expenditure		2	1	
				FUEL EXPENSE					
23000343	3	FUEL REBATE P/E 11/30/22	38.57	001-369-900	Revenue		3	1	
				OTHER MISCELLANEOUS REVENUE					
			7,048.58						
12320	12/09/22	FLMUNPEN FL MUNICIPAL PENSION TRUST FND				12/31/22		1262	
23000225	1	PAYROLL 12/09/22	14,207.27	001-900-00-0004	Expenditure		1	1	
				RETIREMENT CONTRIBUTIONS PAYABLE					
23000225	2	PAYROLL 12/09/22	2,514.94	001-900-00-0005	Expenditure		2	1	
				457B DEFERRED COMP PAYABLE					
23000225	3	PAYROLL 12/09/22	736.48	001-900-00-0010	Expenditure		3	1	
				401A/457B RETIREMENT LOAN PAYABLE					
			17,458.69						
12321	12/09/22	FLSTDISB FL STATE DISBURSEMENT UNIT				12/31/22		1262	
23000226	1	PAYROLL 12/09/22	398.86	001-900-00-0008	Expenditure		4	1	
				CHILD SUPPORT PAYABLE					
12357	12/12/22	FLDORRLC FL DEPT OF REVENUE (RLC)				12/31/22		1267	
23000278	1	RED LIGHT CAMERAS W/E 12/02/22	11,454.00	001-900-00-0021	Expenditure		1	1	
				RED LIGHT CAMERA STATE PORTION					
12334	12/13/22	AQUATIC AQUATIC WEED CONTROL, INC.				12/31/22		1264	
23000245	1	DEC2022 BI/M SVC HAFFLY DITCH	100.00	103-541-00-3450	Expenditure		1	1	
				LAKE CONSERVATION					
23000246	1	DEC2022 WATERWAY MAINTENANCE	418.00	103-541-00-3450	Expenditure		2	1	
				LAKE CONSERVATION					
23000247	2	DEC2022 BI/M SVC OUTFALL	425.00	103-541-00-3450	Expenditure		3	1	
				LAKE CONSERVATION					
23000248	1	DEC2022 BI/M BEACH RAKING	60.00	103-541-00-3450	Expenditure		4	1	
				LAKE CONSERVATION					
			1,003.00						
12335	12/13/22	CANON SO CANON SOLUTIONS AMERICA, INC.				12/31/22		1264	
23000249	1	NOVEMBER 2022 COPIER USAGE	68.13	001-521-00-4700	Expenditure		5	1	
				PRINTING & BINDING					
23000249	2	NOVEMBER 2022 COPIER USAGE	95.30	001-519-00-4700	Expenditure		6	1	
				PRINTING & BINDING					
			163.43						
12336	12/13/22	CONTROLS CONTROL SPECIALISTS				12/31/22		1264	
23000250	1	DEC2022 TRAFFIC SIGNAL MAINT	736.00	001-541-00-3400	Expenditure		7	1	
				CONTRACTUAL SERVICES					

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PO #	Item	Description					Ref Seq Acct
OPERATING Operating Account			Continued				
12337	12/13/22	ENTERPRISE FM TRUST				12/31/22	1264
23000264	1	DEC2022 LEASED VEHICLES	854.82	001-541-00-4410	Expenditure		39 1
				RENTALS & LEASES - VEHICLES			
23000264	2	DEC2022 LEASED VEHICLES	17,146.35	001-521-00-4410	Expenditure		40 1
				RENTALS & LEASES - VEHICLES			
			18,001.17				
12338	12/13/22	FISH FISHBACK, DOMINICK, BENNETT,				12/31/22	1264
23000252	1	NOV2022 LEGAL SVC RETAINER	3,800.00	001-519-00-3110	Expenditure		9 1
				LEGAL SERVICES			
23000253	1	NOV2022 LEGAL SVC GENERAL	636.32	001-519-00-3110	Expenditure		10 1
				LEGAL SERVICES			
23000263	1	NOV2022 LEGAL SVC CODE ENF	1,018.75	001-519-00-3110	Expenditure		38 1
				LEGAL SERVICES			
23000267	1	NOV2022 LEGAL SVC ANNEXATION	962.50	001-519-00-3110	Expenditure		43 1
				LEGAL SERVICES			
			6,417.57				
12339	12/13/22	FISHER FISHER PLANNING & DEVELOPMENT				12/31/22	1264
23000254	1	CORNERSTONE PD MEETING 10/25/2	462.50	001-513-00-3400	Expenditure		11 1
				PLANNING SERVICE			
23000254	2	PLANNER TRAINING 10/10, 25 11/3	508.75	001-513-00-3400	Expenditure		12 1
				PLANNING SERVICE			
23000271	1	PLANNER TRAINING 9/14, 20/22	555.00	001-513-00-3400	Expenditure		47 1
				PLANNING SERVICE			
			1,526.25				
12340	12/13/22	FLAMUN FLORIDA MUNICIPAL INS. TRUST				12/31/22	1264
23000255	1	DEC2022 HEALTH/DENT/VIS/LIFE	11,592.46	001-900-00-0006	Expenditure		13 1
				INSURANCE PAYABLE			
23000255	2	DEC2022 HEALTH/DENT/VIS/LIFE	41.54	001-511-00-2312	Expenditure		14 1
				DENTAL & VISION INSURANCE - DISTRICT 2			
23000255	3	DEC2022 HEALTH/DENT/VIS/LIFE	41.54	001-511-00-2313	Expenditure		15 1
				DENTAL & VISION INSURANCE - DISTRICT 3			
23000255	4	DEC2022 HEALTH/DENT/VIS/LIFE	41.54	001-511-00-2314	Expenditure		16 1
				DENTAL & VISION INSURANCE - DISTRICT 4			
23000255	5	DEC2022 HEALTH/DENT/VIS/LIFE	41.54	001-511-00-2315	Expenditure		17 1
				DENTAL & VISION INSURANCE - DISTRICT 5			
23000255	6	DEC2022 HEALTH/DENT/VIS/LIFE	41.54	001-511-00-2316	Expenditure		18 1
				DENTAL & VISION INSURANCE - DISTRICT 6			
23000255	7	DEC2022 HEALTH/DENT/VIS/LIFE	41.54	001-511-00-2317	Expenditure		19 1
				DENTAL & VISION INSURANCE - DISTRICT 7			
23000255	8	DEC2022 HEALTH/DENT/VIS/LIFE	34.99	001-512-00-2310	Expenditure		20 1
				DENTAL & VISION INSURANCE			
23000255	9	DEC2022 HEALTH/DENT/VIS/LIFE	7,740.17	001-513-00-2300	Expenditure		21 1
				HEALTH INSURANCE			
23000255	10	DEC2022 HEALTH/DENT/VIS/LIFE	259.10	001-513-00-2310	Expenditure		22 1
				DENTAL & VISION INSURANCE			
23000255	11	DEC2022 HEALTH/DENT/VIS/LIFE	223.86	001-513-00-2320	Expenditure		23 1
				LIFE INSURANCE			
23000255	12	DEC2022 HEALTH/DENT/VIS/LIFE	25,057.89	001-521-00-2300	Expenditure		24 1
				HEALTH INSURANCE			

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num	Ref Seq	Num Acct
PO #	Item	Description							
OPERATING Operating Account			Continued						
12340	FLORIDA MUNICIPAL INS. TRUST	Continued							
23000255	13	DEC2022 HEALTH/DENT/VIS/LIFE	827.65	001-521-00-2310	Expenditure		25	1	
				DENTAL & VISION INSURANCE					
23000255	14	DEC2022 HEALTH/DENT/VIS/LIFE	571.06	001-521-00-2320	Expenditure		26	1	
				LIFE INSURANCE					
23000255	15	DEC2022 HEALTH/DENT/VIS/LIFE	4,984.01	001-541-00-2300	Expenditure		27	1	
				HEALTH INSURANCE					
23000255	16	DEC2022 HEALTH/DENT/VIS/LIFE	151.38	001-541-00-2310	Expenditure		28	1	
				DENTAL & VISION INSURANCE					
23000255	17	DEC2022 HEALTH/DENT/VIS/LIFE	110.76	001-541-00-2320	Expenditure		29	1	
				LIFE INSURANCE					
			51,802.57						
12341	12/13/22	FLORIDAD FLORIDA DEPT. OF ENVIRONMENTAL				12/31/22	1264		
23000270	1	2023 MS4 SURVEILLANCE FEE	244.00	103-541-00-3430	Expenditure		46	1	
				NPDES					
12342	12/13/22	GOLDKEY GOLD KEY ROOFING LLC					1264		
23000265	1	60% DEPOSIT FOR CITY HALL ROOF	18,624.60	001-519-00-4600	Expenditure		41	1	
				REPAIRS & MAINTENANCE - GENERAL					
12343	12/13/22	ICMAMEMB ICMA MEMBERSHIP RENEWALS				12/31/22	1264		
23000251	1	ICMA MEMBERSHIP RAQUEL LOZANO	200.00	001-513-00-5400	Expenditure		8	1	
				BOOKS, SUBSCRIPTIONS & MEMBERSHIPS					
12344	12/13/22	LLOYDCOM LLOYD COMMERCIAL ADVISORS LLC					1264		
23000268	1	APPRAISAL/SURVEY 1209 HOFFNER	3,184.50	303-517-00-3100	Expenditure		44	1	
				PROFESSIONAL SERVICES - FUND 303					
12345	12/13/22	MACGREGO MACGREGOR SMITH				12/31/22	1264		
23000269	1	GOGOV SIGNS	152.30	001-519-00-4700	Expenditure		45	1	
				PRINTING & BINDING					
12346	12/13/22	MINUTEMP MINUTEMAN PRESS				12/31/22	1264		
23000256	1	COBI LETTERHEAD	165.18	001-519-00-4700	Expenditure		30	1	
				PRINTING & BINDING					
12347	12/13/22	OCUSW ORANGE COUNTY SOLID WASTE				12/31/22	1264		
23000257	1	NOV2022 LANDFILL DISPOSAL	185.38	001-519-00-4310	Expenditure		31	1	
				SOLID WASTE DISPOSAL/YARDWASTE					
12348	12/13/22	ORLSENT ORLANDO SENTINEL					1264		
23000266	1	NEWSPAPER ADVERTISEMENT 11/05/	256.93	001-519-00-4910	Expenditure		42	1	
				LEGAL ADVERTISING					
12349	12/13/22	ORLUTIL ORLANDO UTILITIES COMMISSION				12/31/22	1264		
23000258	1	WATER SVC 10/24-11/22/22	21.56	001-521-00-4300	Expenditure		32	1	
				UTILITY/ELECTRIC/WATER					
23000258	2	WATER SVC 10/24-11/22/22	488.47	001-519-00-4300	Expenditure		33	1	
				UTILITY/ELECTRIC/WATER					
			510.03						

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num
PO #	Item	Description					Ref Seq Acct
OPERATING		Operating Account		Continued			
12350	12/13/22	PETERMAD PETER MADISON MGMT, INC.				12/31/22	1264
23000259	1	TREE DEBRIS REMOVAL 11/10-11/2	108,564.00	001-519-00-3417	Expenditure		34 1
				EMERGENCY EXPENSES - HURRICANE			
12351	12/13/22	SAFEWARE SAFEWARE INC				12/31/22	1264
23000260	1	DRONE FOR PD	3,799.00	001-521-00-5250	Expenditure		35 1
				POLICE NON-CAPITAL EQUIPMENT			
12352	12/13/22	TRIMACOU TRIMAC OUTDOOR				12/31/22	1264
23000261	1	NOV2022 LANDSCAPE MAINTENANCE	2,400.00	001-541-00-3420	Expenditure		36 1
				LANDSCAPING SERVICES			
12353	12/13/22	VERDIN THE VERDIN COMPANY				12/31/22	1264
23000262	1	REPAIR ST CLOCK NELA/MATCHETT	5,837.00	001-541-00-6385	Expenditure		37 1
				CIP - CLOCK TOWER			
12358	12/14/22	FLDORRLC FL DEPT OF REVENUE (RLC)				12/31/22	1268
23000279	1	RED LIGHT CAMERAS W/E 12/09/22	13,778.00	001-900-00-0021	Expenditure		1 1
				RED LIGHT CAMERA STATE PORTION			
12354	12/16/22	FLAMUN FLORIDA MUNICIPAL INS. TRUST					1265
23000275	18	JAN2023 HEALTH/DENT/VIS/LIFE	11,631.84	001-900-00-0006	Expenditure		4 1
				INSURANCE PAYABLE			
23000275	19	JAN2023 HEALTH/DENT/VIS/LIFE	41.54	001-511-00-2312	Expenditure		5 1
				DENTAL & VISION INSURANCE - DISTRICT 2			
23000275	20	JAN2023 HEALTH/DENT/VIS/LIFE	41.54	001-511-00-2313	Expenditure		6 1
				DENTAL & VISION INSURANCE - DISTRICT 3			
23000275	21	JAN2023 HEALTH/DENT/VIS/LIFE	41.54	001-511-00-2314	Expenditure		7 1
				DENTAL & VISION INSURANCE - DISTRICT 4			
23000275	22	JAN2023 HEALTH/DENT/VIS/LIFE	41.54	001-511-00-2315	Expenditure		8 1
				DENTAL & VISION INSURANCE - DISTRICT 5			
23000275	23	JAN2023 HEALTH/DENT/VIS/LIFE	41.54	001-511-00-2316	Expenditure		9 1
				DENTAL & VISION INSURANCE - DISTRICT 6			
23000275	24	JAN2023 HEALTH/DENT/VIS/LIFE	41.54	001-511-00-2317	Expenditure		10 1
				DENTAL & VISION INSURANCE - DISTRICT 7			
23000275	25	JAN2023 HEALTH/DENT/VIS/LIFE	34.99	001-512-00-2310	Expenditure		11 1
				DENTAL & VISION INSURANCE			
23000275	26	JAN2023 HEALTH/DENT/VIS/LIFE	7,740.17	001-513-00-2300	Expenditure		12 1
				HEALTH INSURANCE			
23000275	27	JAN2023 HEALTH/DENT/VIS/LIFE	259.10	001-513-00-2310	Expenditure		13 1
				DENTAL & VISION INSURANCE			
23000275	28	JAN2023 HEALTH/DENT/VIS/LIFE	203.58	001-513-00-2320	Expenditure		14 1
				LIFE INSURANCE			
23000275	29	JAN2023 HEALTH/DENT/VIS/LIFE	25,057.89	001-521-00-2300	Expenditure		15 1
				HEALTH INSURANCE			
23000275	30	JAN2023 HEALTH/DENT/VIS/LIFE	827.65	001-521-00-2310	Expenditure		16 1
				DENTAL & VISION INSURANCE			
23000275	31	JAN2023 HEALTH/DENT/VIS/LIFE	566.72	001-521-00-2320	Expenditure		17 1
				LIFE INSURANCE			
23000275	32	JAN2023 HEALTH/DENT/VIS/LIFE	3,146.59	001-541-00-2300	Expenditure		18 1
				HEALTH INSURANCE			

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num	Ref Seq	Acct
PO #	Item	Description							
OPERATING									
Operating Account			Continued						
12354	FLORIDA MUNICIPAL INS. TRUST	Continued							
23000275	33	JAN2023 HEALTH/DENT/VIS/LIFE	109.82	001-541-00-2310	Expenditure			19	1
				DENTAL & VISION INSURANCE					
23000275	34	JAN2023 HEALTH/DENT/VIS/LIFE	26.52	001-541-00-2320	Expenditure			20	1
				LIFE INSURANCE					
			49,854.11						
12355	12/16/22	HAYESJOH JOHN HAYES				12/31/22		1265	
23000272	1	SANTA LIGHT THE WAY 12/7/22	250.00	001-519-00-4800	Expenditure			1	1
				SPECIAL EVENTS					
23000273	1	SANTA FEE FOR SANTA RIDE 12/14	250.00	001-519-00-4800	Expenditure			2	1
				SPECIAL EVENTS					
23000274	1	SANTA FEE FOR SANTA RIDE 12/21	250.00	001-519-00-4800	Expenditure			3	1
				SPECIAL EVENTS					
			750.00						
12361	12/23/22	FLMUNPEN FL MUNICIPAL PENSION TRUST FND				12/31/22		1271	
23000283	1	PAYROLL 12/23/22	14,315.90	001-900-00-0004	Expenditure			1	1
				RETIREMENT CONTRIBUTIONS PAYABLE					
23000283	2	PAYROLL 12/23/22	2,263.63	001-900-00-0005	Expenditure			2	1
				457B DEFERRED COMP PAYABLE					
23000283	3	PAYROLL 12/23/22	657.50	001-900-00-0010	Expenditure			3	1
				401A/457B RETIREMENT LOAN PAYABLE					
			17,237.03						
12362	12/23/22	FLSTDISB FL STATE DISBURSEMENT UNIT				12/31/22		1271	
23000284	1	PAYROLL 12/23/22	398.86	001-900-00-0008	Expenditure			4	1
				CHILD SUPPORT PAYABLE					
12363	12/28/22	FLDORRLC FL DEPT OF REVENUE (RLC)				12/31/22		1272	
23000285	1	RED LIGHT CAMERAS W/E 12/16/22	10,209.00	001-900-00-0021	Expenditure			1	1
				RED LIGHT CAMERA STATE PORTION					
12366	12/28/22	METROPLA METROPLAN ORLANDO						1275	
23000094	1	FY2223 METROPLAN FUNDING	480.00	001-519-00-5400	Expenditure			1	1
				BOOKS, SUBSCRIPTIONS & MEMBERSHIPS					
12367	12/28/22	FLDORRLC FL DEPT OF REVENUE (RLC)				12/31/22		1276	
23000288	1	RED LIGHT CAMERAS W/E 12/23/22	11,454.00	001-900-00-0021	Expenditure			4	1
				RED LIGHT CAMERA STATE PORTION					
12395	12/31/22	COLONIAL COLONIAL LIFE INSURANCE				12/31/22		1280	
23000344	1	DEC2022 EMPLOYEE OPTIONAL INS	602.88	001-900-00-0006	Expenditure			1	1
				INSURANCE PAYABLE					
12396	12/31/22	DUKEENER DUKE ENERGY				12/31/22		1280	
23000348	1	NOV2022 ELECTRIC SVC	375.00	001-519-00-4300	Expenditure			26	1
				UTILITY/ELECTRIC/WATER					
23000348	2	NOV2022 ELECTRIC SVC	316.05	001-521-00-4300	Expenditure			27	1
				UTILITY/ELECTRIC/WATER					

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num	Ref Seq	Acct
PO #	Item	Description							
OPERATING									
Operating Account			Continued						
12396	DUKE ENERGY	Continued							
23000348	3	NOV2022 ELECTRIC SVC	9,068.52	001-541-00-4300	Expenditure			28	1
				UTILITY/ELECTRIC/WATER					
			9,759.57						
12397	12/31/22	GUARDIA GUARDIAN INSURANCE				12/31/22	1280		
23000345	1	DECEMBER2022 DISABILITY INS	577.35	001-513-00-2330	Expenditure			2	1
				DISABILITY INSURANCE					
23000345	2	DECEMBER2022 DISABILITY INS	1,610.64	001-521-00-2330	Expenditure			3	1
				DISABILITY INSURANCE					
23000345	3	DECEMBER2022 DISABILITY INS	336.04	001-541-00-2330	Expenditure			4	1
				DISABILITY INSURANCE					
23000346	1	JANUARY2023 DISABILITY INS	497.15	001-513-00-2330	Expenditure			5	1
				DISABILITY INSURANCE					
23000346	2	JANUARY2023 DISABILITY INS	1,601.74	001-521-00-2330	Expenditure			6	1
				DISABILITY INSURANCE					
23000346	3	JANUARY2023 DISABILITY INS	54.12	001-541-00-2330	Expenditure			7	1
				DISABILITY INSURANCE					
			4,677.04						
12398	12/31/22	HOME HOME DEPOT CREDIT SERVICES				12/31/22	1280		
23000347	1	ELECTRICAL TAPE	39.20	001-541-00-5200	Expenditure			8	1
				OPERATING SUPPLIES					
23000347	2	PAINT SAMPLE/TRAY FOR NELA BR	23.45	001-541-00-4600	Expenditure			9	1
				REPAIRS & MAINTENANCE - GENERAL					
23000347	3	OUTLET/BUCKET FOR NELA BRIDGE	21.16	001-541-00-4600	Expenditure			10	1
				REPAIRS & MAINTENANCE - GENERAL					
23000347	4	SPRINKLER PARTS/TRIMBLE PARK	15.11	001-541-00-4670	Expenditure			11	1
				REPAIRS & MAINTENANCE - PARKS					
23000347	5	PAINT AND TRAY FOR NELA BRIDGE	50.46	001-541-00-4600	Expenditure			12	1
				REPAIRS & MAINTENANCE - GENERAL					
23000347	6	LIGHTING FOR CITY HALL	166.86	001-519-00-4600	Expenditure			13	1
				REPAIRS & MAINTENANCE - GENERAL					
23000347	7	WIRING TOOLS	35.46	001-541-00-5200	Expenditure			14	1
				OPERATING SUPPLIES					
23000347	8	RING CAMERA FOR PW WAREHOUSE	129.99	001-541-00-5200	Expenditure			15	1
				OPERATING SUPPLIES					
23000347	9	LIGHT FOR REGAL PARK	78.00	001-541-00-4670	Expenditure			16	1
				REPAIRS & MAINTENANCE - PARKS					
23000347	10	NELA AVE CLOCK REPAIR PARTS	31.19	001-519-00-4600	Expenditure			17	1
				REPAIRS & MAINTENANCE - GENERAL					
23000347	11	DEPOSIT/LADDER/NELA AVE CLOCK	50.00	001-541-00-4420	Expenditure			18	1
				RENTALS & LEASES - EQUIPMENT					
23000347	12	RENTAL/LADDER/NELA AVE CLOCK	10.95	001-541-00-4420	Expenditure			19	1
				RENTALS & LEASES - EQUIPMENT					
23000347	13	NELA BRIDGE IRRIGATION PARTS	100.84	001-541-00-4600	Expenditure			20	1
				REPAIRS & MAINTENANCE - GENERAL					
23000347	14	NELA BRIDGE MULCH AND EDGING	63.64	001-541-00-4600	Expenditure			21	1
				REPAIRS & MAINTENANCE - GENERAL					
23000347	15	DISPOSABLE GLOVES FOR PW	44.94	001-541-00-5200	Expenditure			22	1
				OPERATING SUPPLIES					

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num	Ref Seq	Acct
PO #	Item	Description							
OPERATING Operating Account Continued									
12398	HOME DEPOT	CREDIT SERVICES		Continued					
23000347	16	PLANTS FOR NELA BRIDGE	194.78	001-541-00-4600	Expenditure			23	1
				REPAIRS & MAINTENANCE - GENERAL					
23000347	17	CHRISTMAS ORNAMENTS/CITY HALL	83.76	001-519-00-4600	Expenditure			24	1
				REPAIRS & MAINTENANCE - GENERAL					
23000347	18	HOME DEPOT EARLY PAY DISCOUNT	9.99-	001-369-900	Revenue			25	1
				OTHER MISCELLANEOUS REVENUE					
			1,129.80						
12399	12/31/22	OCUWATER ORANGE COUNTY UTILITIES - WATE				12/31/22		1280	
23000350	1	WATER SVC MONTMART 10/16/-11/1	22.97	001-541-00-4300	Expenditure			38	1
				UTILITY/ELECTRIC/WATER					
23000351	1	WATER SVC MONTMART 11/15-12/13	22.97	001-541-00-4300	Expenditure			39	1
				UTILITY/ELECTRIC/WATER					
			45.94						
12400	12/31/22	OFFDEP OFFICE DEPOT CREDIT PLAN				12/31/22		1280	
23000349	1	COPY/SCANNED STAMP & PUSH PINS	18.95	001-519-00-5200	Expenditure			29	1
				OFFICE & OPERATING SUPPLIES					
23000349	2	CALENDAR/ COPY STAMP	14.71	001-519-00-5200	Expenditure			30	1
				OFFICE & OPERATING SUPPLIES					
23000349	3	BATTERY BACKUP FOR CHAMBERS	199.98	001-519-00-5200	Expenditure			31	1
				OFFICE & OPERATING SUPPLIES					
23000349	4	LEGAL PADS	14.02	001-519-00-5200	Expenditure			32	1
				OFFICE & OPERATING SUPPLIES					
23000349	5	BAGS FOR POPCORN FRIDAYS	36.21	001-519-00-4800	Expenditure			33	1
				SPECIAL EVENTS					
23000349	6	DISTRICT 1&2 IPAD CASES	71.78	001-511-00-5100	Expenditure			34	1
				OFFICE SUPPLIES					
23000349	7	GLUE	12.48	001-519-00-5200	Expenditure			35	1
				OFFICE & OPERATING SUPPLIES					
23000349	8	DISTRICT 3 IPAD CASE	19.73	001-511-00-5100	Expenditure			36	1
				OFFICE SUPPLIES					
23000349	9	PAPER FOR PD	212.86	001-521-00-5100	Expenditure			37	1
				OFFICE SUPPLIES					
			600.72						
12401	12/31/22	PREPAID LEGALSHIELD				12/31/22		1280	
23000352	1	DEC2022 EMPLOYEE LEGAL INS	25.90	001-900-00-0007	Expenditure			40	1
				PRE-PAID LEGAL PAYABLE					
12402	12/31/22	SHREDIT SHRED-IT USA LLC				12/31/22		1280	
23000353	1	SHREDDING SERVICE 12/09/22	106.19	001-519-00-4700	Expenditure			41	1
				PRINTING & BINDING					
12403	12/31/22	SPECTRUM CHARTER COMMUNICATIONS				12/31/22		1280	
23000354	1	CITY HALL CABLE SVC 12/3-1/2/2	25.99	001-519-00-4100	Expenditure			42	1
				COMMUNICATIONS SERVICES					
23000355	1	PD PHONE/INTERNET SVC 10/5-10/	525.51	001-521-00-4100	Expenditure			43	1
				COMMUNICATIONS SERVICES					
23000356	1	PD PHONE/INTERNET SVC 12/18-1/	813.75	001-521-00-4100	Expenditure			44	1
				COMMUNICATIONS SERVICES					

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num	Ref Seq	Acct
PO #	Item	Description							
OPERATING									
Operating Account			Continued						
12403	CHARTER	COMMUNICATIONS	Continued						
23000357	1	CITY HALL PHONE SVC 12/18-1/17	560.89	001-519-00-4100	Expenditure		45	1	
				COMMUNICATIONS SERVICES					
23000358	1	PW INTERNET/TV SVC 12/18-1/17/	175.96	001-541-00-4100	Expenditure		46	1	
				COMMUNICATIONS					
			2,102.10						
12404	12/31/22	VERIZON WIRELESS				12/31/22		1280	
23000359	1	CELLPHONE/AIRCARDS 11/11-12/10	534.45	001-511-00-4100	Expenditure		47	1	
				COMMUNICATIONS - TELEPHONE					
23000359	2	CELLPHONE/AIRCARDS 11/11-12/10	76.35	001-512-00-4100	Expenditure		48	1	
				COMMUNICATIONS - TELEPHONE					
23000359	3	CELLPHONE/AIRCARDS 11/11-12/10	229.05	001-519-00-4100	Expenditure		49	1	
				COMMUNICATIONS SERVICES					
23000359	4	CELLPHONE/AIRCARDS 11/11-12/10	1,122.77	001-521-00-4100	Expenditure		50	1	
				COMMUNICATIONS SERVICES					
23000359	5	CELLPHONE/AIRCARDS 11/11-12/10	237.47	001-541-00-4100	Expenditure		51	1	
				COMMUNICATIONS					
			2,200.09						
Checking Account Totals			Paid	Void	Amount Paid	Amount	Void		
	Checks:		64	0	567,066.66		0.00		
	Direct Deposit:		0	0	0.00		0.00		
	Total:		64	0	567,066.66		0.00		
Report Totals			Paid	Void	Amount Paid	Amount	Void		
	Checks:		64	0	567,066.66		0.00		
	Direct Deposit:		0	0	0.00		0.00		
	Total:		64	0	567,066.66		0.00		

Totals by Year-Fund					
Fund Description	Fund	Expend Total	Revenue Total	G/L Total	Total
GENERAL FUND	3-001	553,365.13	66.97-	0.00	553,298.16
STORMWATER FUND	3-103	9,960.00	0.00	0.00	9,960.00
LAW ENFORCEMENT EDUCATION FUND	3-104	624.00	0.00	0.00	624.00
CAPITAL IMPRV REVENUE NOTE 2020 PROJ	3-303	3,184.50	0.00	0.00	3,184.50
Total Of All Funds:		567,133.63	66.97-	0.00	567,066.66

Item a.

Totals by Fund					
Fund Description	Fund	Expend Total	Revenue Total	G/L Total	Total
GENERAL FUND	001	553,365.13	66.97-	0.00	553,298.16
STORMWATER FUND	103	9,960.00	0.00	0.00	9,960.00
LAW ENFORCEMENT EDUCATION FUND	104	624.00	0.00	0.00	624.00
CAPITAL IMPRV REVENUE NOTE 2020 PROJ	303	3,184.50	0.00	0.00	3,184.50
Total Of All Funds:		<u>567,133.63</u>	<u>66.97-</u>	<u>0.00</u>	<u>567,066.66</u>

Item a.

Fund Description	Fund	Current	Prior Rcvd	Prior Open	Paid Prior	Fund Total
GENERAL FUND	3-001	552,493.13	872.00	0.00	0.00	553,365.13
STORMWATER FUND	3-103	9,960.00	0.00	0.00	0.00	9,960.00
LAW ENFORCEMENT EDUCATION FUND	3-104	624.00	0.00	0.00	0.00	624.00
CAPITAL IMPRV REVENUE NOTE 2020 PROJ FUN	3-303	3,184.50	0.00	0.00	0.00	3,184.50
Total Of All Funds:		566,261.63	872.00	0.00	0.00	567,133.63



**CITY OF BELLE ISLE, FLORIDA
CITY COUNCIL AGENDA ITEM COVER SHEET**

Meeting Date: December 20, 2022

To: Honorable Mayor and City Council Members

From: B. Francis, City Manager

Subject: Position of Assistant City Manager

Background: The City Manager is requesting that the City Council approve and allocate the funds for the position of Assistant City Manager (ACM). The City Council in past years discussed this position but did not formally approve the position. As the city grows and the projects that are undertaken by the City increase, this position is necessary to allow the City Manager to focus on larger projects and more global issues that would affect the City. The ACM will assist the City Manager with a wide variety of other daily items such as interaction with other governmental jurisdictions, citizens inquiries and complaints, routine requests for permits (parking, special events, tree removal, etc.), project research and planning, policy drafting, grant writing and administration, and administering capital projects for the City. The ACM serves as a member of the City's leadership team and works in concert with the City Manager to develop organizational values, principles, and climate conducive to organizational excellence. The ACM is an important part in the transition of the administrative leadership. If the ACM will not become the CM, the ACM acts as interim until the Council has had the opportunity to thoroughly review and vet candidates for the CM position. The ACM acts as a liaison between the Council and departments while this process is taking place.

Staff Recommendation: Approve the position and allocation of funds for the position of Assistant City Manager.

Suggested Motion: I move to approve the position of Assistant City Manager as requested.

Alternatives: Do not approve the position.

Fiscal Impact: Salary Range of \$89,500-95,000 (DOQ)

Attachments: Job Description for ACM (draft)

Assistant City Manager

Belle Isle, Florida is seeking an Assistant City Manager, a newly created position, to serve as a liaison between the City Manager and department heads, assist with the management of the day-to-day operations of the City and facilitate effective, efficient communication across departments. This position reports to the City Manager and provides strategic direction and leadership oversight to assigned City departments and functions. The Assistant City Manager will have the exciting opportunity to lead and manage special projects and find creative ways for departments to communicate and collaborate, setting the tone for an open, inclusive, and cohesive organizational culture.

The starting salary range for this position is \$89,500 and \$95,000, depending on qualifications, certifications, additional skills, the number of years you have spent in your profession. The City also provides a generous benefits program including health insurance, annual, sick, holiday, personal and paid parental leave and retirement.

The position requires a bachelor's degree from an accredited college or university in public or business administration or a related field, and five years of responsible senior level administrative management experience. An equivalent combination of education and management experience will be considered. The ideal candidate must demonstrate a record of successful leadership in executing strategic goals, transparent communications, prudent financial management, effective community partnerships, and engaging residents. The successful candidate will incorporate an equity, diversity, and inclusion framework into community relations and staff management.

The City of Belle Isle is an Equal Opportunity Employer. The City of Walla Walla will provide reasonable accommodation to disabled applicants if requested. Please notify the Human Resources office at least 5 days prior to the need.

This position is open until filled; first review January 9, 2023.

GENERAL PURPOSE

Under the supervision of the City Manager, the Assistant City Manager (ACM) will perform a variety of tasks within the organization. This position assists the City Manager in the planning, directing, management and review of the activities and operations of the City. The ACM assists City Manager in implementing the City Council's policies and goals, recommends policies and procedures to improve efficiency of City services, and implements and executes policies as established by the elected City Council. The ACM also provides strategic direction and leadership oversight to assigned City departments and functions. The Assistant City Manager performs one-time and continuing assignments or special projects as assigned by the City Manager. This role serves as Acting City Manager during the absence of the City Manager.

REPORTING RELATIONSHIPS:

Reports to: City Manager

Supervises: As assigned by City Manager

Department: Administration

Pay Grade: The salary will be commensurate depending on qualifications and experience. Starting salary range: \$89,500 and \$95,000 DOQ

FLSA Status: Exempt

MAIN JOB TASKS AND RESPONSIBILITIES

- Assists the City Manager in planning, coordinating, and implementing City programs and services.
- Assists department Directors and Managers with the analysis and resolution of problems and establishes strategies for the delivery of service.
- Reviews and approves performance evaluations.
- Participates in the development and administration of the City budget; directs the preparation and implementation of budgetary adjustments as necessary.
- Prepares for and responds to various City emergency situations and serves in the Emergency Operations Center (EOC) in a variety of assignments.
- Represents the City at various meetings and promotes the City's interests and development.
- Manages and prepares special studies as assigned by the City Manager.
- Keeps the City Council, City Manager, and management staff apprised off matters that may impact City's plans, projects, operations, and costs.
- Select, train, motivate, and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; recommend to the City Manager discipline and termination procedures.
- Attends and participates in meetings with staff, vendors, council members and committees.
- Attends City Council, Commission, Committee and Board meetings as directed.
- Provides quality customer service to City staff, the public, and all other work contacts.
- Assists the City Manager by responding to and resolving difficult and sensitive citizen inquiries and

complaints having an impact upon the public image of the City.

- Completes special and ongoing projects and tasks assigned by the City Manager and elected officials.
- Performs other related duties as required/assigned.
- Conveys a positive, professional image by action, communication, and appearance.
- Exhibits regular, reliable and punctual attendance, which is an essential function of the job.
- Exercises independent judgment and maintains confidentiality when required.

EDUCATION AND EXPERIENCE

- Bachelor's Degree in Public Administration, Business Administration, or a related field.
- Minimum of seven (7) years of progressively responsible experience in municipal government management and current experience serving either as City Manager or Assistant City Manager, or Department Head is strongly preferred.

CERTIFICATIONS, LICENSES AND SPECIAL REQUIREMENTS

- Proof of citizenship and/or eligibility to legally work in the United States.
- Must possess and maintain a valid Florida Driver's License, with a good driving record.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of current municipal administrative methods, procedures, organizations and functions.
- Knowledge and experience in the supervision and management of the financial activities of municipal government.
- Knowledge of municipal financial analysis.
- Knowledge of federal and state laws, principles and practices of municipal administration.
- Skill in the use of computers and Microsoft Office applications.
- Skill in the supervision and management of the administrative and financial activities of municipal government.
- Skill in clearly communicating complex material in writing and verbally in a professional manner.
- Ability to clearly and effectively communicate, both orally and in writing. Must be able to give effective presentations to City Council, employees, citizens and other groups.
- Ability to establish and maintain effective working relationships with City staff, department heads and City Council members.
- Ability to make independent judgments regarding appropriate responses to routine and non-routine questions or situations and possess the ability to recognize when an issue needs to be referred to the City Manager.
- Ability to use a personal computer and installed software to accomplish administrative tasks such as writing, receiving, and responding to e-mail, generating reports, creating spread sheets, writing letters, keeping calendars, files, and contact lists, etc.

WORKING CONDITIONS & PHYSICAL REQUIREMENTS

- Work environment is primarily an office setting, where noise and temperature levels are moderate.
- Work may occasionally require travel by automobile in conducting City business and visiting various outdoor sites, some of which may be potential or actual construction sites with rough terrain.
- The work is sedentary work which requires exerting up to 10 pounds of force occasionally and/or

negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

- Must possess the physical ability to work primarily with fingers, perceive the nature of sounds, make rational decisions through sound logic and deductive processes, express or exchange ideas by the spoken word, substantial movements (motions) with the hands, wrists, and/or fingers, and discern letters or numbers at a given distance.
- Additionally, the following physical abilities are required: grasping, handling, hearing, manual dexterity, mental acuity, reaching, repetitive motion, speaking, and visual acuity.
- Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

This description reflects management's assignment of essential functions; it does not proscribe or restrict the tasks that may be assigned.

This job description may be changed at any time.